

# REGISTERED FORESTER

## ALL RENEWALS MUST BE COMPLETED ONLINE

**IMPORTANT:** You must renew your license(s) by using our online renewal system now using a debit or credit card containing a MasterCard, Visa, or Discover logo or by electronic check (e-check). Do not send cash, check or money order. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.

1. Renew your registration online now at [www.michigan.gov/mylicenser renewal](http://www.michigan.gov/mylicenser renewal). Renewing online, you may expect to receive your renewed registration by mail within 5 to 10 business days, if all renewal requirements have been met. You must use a MasterCard, Visa, Discover credit card or e-check to be eligible to renew online. You may verify the renewal of your registration if all renewal requirements are met the following business day at [www.michigan.gov/license lookup](http://www.michigan.gov/license lookup).

**PLEASE NOTE:** By using an e-check to make your renewal payment, there will be an automatic 10 day hold placed on the check, and there are no exceptions to the hold.

2. If you do not have a name or address change, go to [www.michigan.gov/mylicenser renewal](http://www.michigan.gov/mylicenser renewal) to renew your registration online. In order to use this site, you will need your 10 digit registration number. You will be able to print a copy of your transaction if you require a receipt of your renewal payment.
3. If you have an address change, follow the directions below to renew online:  
Go to [www.michigan.gov/elicense](http://www.michigan.gov/elicense).
  - Click on "Foresters" under LARA [www.eLicense](http://www.eLicense) Links. This page will provide instructions to create a User ID and Password. You will need your registration number, date of birth and social security number the first time you use this online renewal feature to create your User ID and Password. Please note if the Department does not have your social security number and date of birth on file, you will not be able to renew online.
  - Follow the prompts to renew your registration online.
  - You must enter a valid email address to receive an email confirmation of the online transaction or print the confirmation at the time of the transaction.
4. Renewal fees are not refundable.
5. Your current registration expires on **May 31, 2016**. Once renewed, the new registration will expire on May 31, 2018. If you fail to submit your renewal application online and/or fail to meet all renewal requirements by the expiration date of your registration, you cannot legally practice as a registered forester and may be subject to disciplinary action if you continue to practice. An additional \$20 late fee will be automatically added to the renewal fee, if you renew within 60 days following the registration expiration date.
6. If you fail to renew on or before the 60<sup>th</sup> day following your current registration expiration date, you will not be permitted to renew online. You will need to submit an application for re-registration.
  - Please visit [www.michigan.gov/forester](http://www.michigan.gov/forester) and under Licensing Applications and Forms download the Foresters Registration, Reregistration or Reinstatement Application.

- Please do not use this form to mail your renewal fee in lieu of renewing your registration online during the regular renewal and late renewal period. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.